

## Auditors, Accountants, and Attachments. Oh My!

The Auditor or Accountant walks in and wants to see several documents within your files. What now?

Do you print out all that paper or sit them at your computer and walk them through GreenFolders? Sure, you could do that, or you could just “Share” the documents to disk or a jump drive!

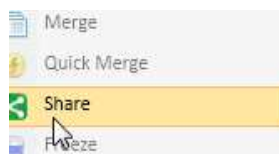
### How to use Share:

1. Open Attachments
2. To select the documents, select the first document, then press the shift key, and then select the last document. All the documents in between are automatically selected.



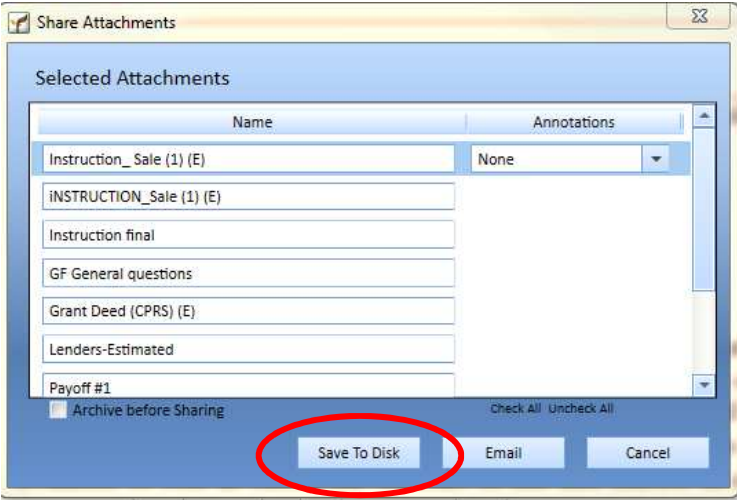
*Selected documents*

3. Then right-click the documents and select Share.



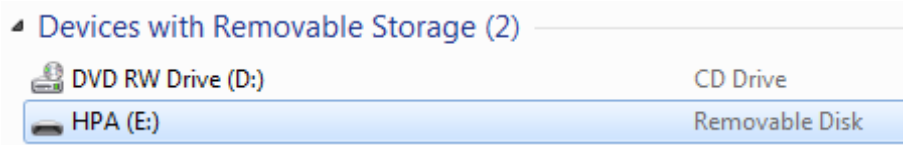
*Attachment Menu - Share*

4. Next, select any annotations that are needed and click “Save to Disk”



*Documents ready to Save*

5. Then browse to the location where you want to save the documents.



*Example of drives*

- 6. Once you have selected the Drive or Removable Disk needed, click “Select Folder”.
- 7. After the files are saved, the Share Attachments window will close.

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*For more information regarding this Leaf of Knowledge, please contact a member of the GreenFolders Support Team at 801-747-2132 or GFSupport@GreenFolders.com.*

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